

18 SEP 1975

MEMORANDUM FOR: Deputy Director for Administration
VIA : Director of Medical Services
FROM : Acting Director of Security
SUBJECT : Occupational Safety and Health Notice

1. Action Requested: It is requested that you approve the following imprints for the spaces provided on the attached notice:

- a. John F. Blake
Deputy Director for Administration
- b. [REDACTED] Safety Officer
[REDACTED], M. D. - Health Officer

STATINTL

2. Basic Data or Background: The Safety and Health Provisions for Federal Employees published by the Secretary of Labor require that each Federal agency post and keep posted in a conspicuous place in each of its establishments a notice informing employees of their rights and the Agency's responsibilities in accordance with the Occupational Safety and Health Act and Executive Order 11807. The attached notice was provided by the Department of Labor.

3. Staff Position: The names and titles of appropriate designees and means of contact must be provided on the notice in compliance with the Safety and Health Provisions for Federal Employees. At the request of the Office of Medical Services, a single telephone number will be posted to channel all inquiries to the Safety Branch [REDACTED]. The notice with imprints will be posted in each overt Agency building in the Washington, D. C. area.

STATINTL

OS 5 12 077

4. Recommendation: It is recommended that you approve the imprints on the attached notice.

STATINTL



Acting Director of Security

Att

APPROVED: /s/John E. Blake 25 SEP 1975

DISAPPROVED: _____

Distribution:

Orig - Return to OS

2 - DD/A

1 - D/MS

Occupational Safety and Health Protection for Federal Employees

Federal Law Requires the Heads of Federal Agencies to Set Up Programs to Protect their Employees from On-the-Job Safety and Health Hazards.

Your Agency's Responsibilities

Your agency head must set up an employee occupational safety and health program. His responsibilities are to:

1. DESIGNATE A SAFETY AND HEALTH OFFICIAL to administer your agency program. Your designated agency official is

John F. Blake

Deputy Director for Administration
(Name and Title)

The safety and health designee for your workplace is
Dudley Foster - Safety Officer
George P. George, M.D. - Health Officer
(Name and Title)

and may be contacted at

351-3611

(Location and Telephone)

2. ISSUE SAFETY AND HEALTH STANDARDS consistent with those required by Federal law for private employees.

3. SET UP PROCEDURES FOR REPORTING UNSAFE OR UNHEALTHFUL WORKING CONDITIONS to the agency safety and health official.

4. INSPECT PERIODICALLY AGENCY WORKPLACES with participation by representatives of employees and by the person in charge of the workplace.

5. POST NOTICES OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS discovered during inspections near the unsafe or unhealthful conditions for at least three days.

6. TAKE CORRECTIVE ACTION to eliminate unsafe or unhealthful conditions. Corrections must be made immediately in the case of imminent danger.

7. SET UP MANAGEMENT INFORMATION SYSTEMS to keep records of occupational accidents, injuries, illnesses, and their causes; and to post annual summaries of injuries and illnesses 30 days at each workplace or issue them to employees.

8. CONDUCT TRAINING PROGRAMS for management and employees in job safety and health matters.

9. ESTABLISH SAFETY AND HEALTH COMMITTEES made up of your representatives, management, and other specially qualified technical personnel.

10. REPORT SERIOUS ACCIDENTS involving fatalities, hospitalization of five or more employees, or property damage over \$100,000 to the Secretary of Labor within two working days of the accident.

Employee Responsibility

You must comply with your agency's occupational safety and health standards and with all its directions and actions that carry out your job safety and health program.

Participation of Employees and Their Representatives

Your participation in the agency's occupational safety and health program is essential in assuring safe and healthful working conditions. You have these rights:

1. THE RIGHT OF ACCESS to copies of your agency's standards, injury and illness statistics, and procedures.

2. THE RIGHT TO COMMENT ON STANDARDS YOUR AGENCY PROPOSES to help the agency issue adequate standards.

3. THE RIGHT TO ASSIST IN INSPECTIONS to assure a thorough safety and health inspection. You may tell inspectors about unsafe or unhealthful working conditions.

4. THE RIGHT TO REPORT AND REQUEST INSPECTIONS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS by giving written, signed notice of the conditions to your agency safety and health officials. Your name will be kept secret if you request.

5. THE RIGHT TO APPEAL if you disagree with the final disposition of unsafe or unhealthful working conditions by your agency, by complaining, in writing, to the Office of Federal Agency Safety Programs, Occupational Safety and Health Administration, U. S. Department of Labor, 3rd and Constitution Avenue, N.W., Washington, D. C. 20210.

Discrimination

If you exercise your rights under your agency's job safety and health program, you are protected from any discrimination, restraint, interference, coercion, or reprisal.

Evaluation and Performance

How well you carry out your safety and health responsibilities may be a factor in your overall job evaluation.

Further Information

This notice highlights the Federal employee job safety and health program. If you want more information about your agency program or its standards and procedures, the Federal law, or any other orders or regulations contact the safety and health designee for your workplace.



Washington, D. C.
1975 OSHA 2219

John F. Blake
Secretary of Labor
U. S. Department of Labor
Occupational Safety and Health Administration
Office of Federal Agency Safety Programs

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